

**Climate Legislative and Executive Workgroup WORK PLAN
DRAFT v. 10-01-13**

The Climate Legislative and Executive Workgroup (CLEW) is charged with recommending “actions and policies to reduce greenhouse gas emissions [in Washington State] that, if implemented would ensure achievement of the state’s emissions targets in RCW 70.235 [set by the 2008 Legislature]. The recommendations must be prioritized to ensure the greatest amount of environmental benefit for each dollar spent and based on measures of environmental effectiveness, including consideration of current best science, the effectiveness of the program and policies in terms of costs, benefits, and results, and how best to administer the program and policies. The work group recommendations must include a timeline for actions and funding needed to implement the recommendations.” The goal is for the Workgroup to report their recommendations to the State Legislature by December 31, 2013.

| Meeting | Location | Objective | Desired Outcomes | Resources Needed (materials, people, etc.) |
|----------------------------------|----------|--|---|--|
| September 11 1:30–3:30 | Olympia | 1) Review agenda, draft Operating Procedures (including decision-making process), Work Plan, and interview summary 2) SAIC presentation on Task 1 outcomes 3) Task 1 Q&As, discussion/feedback from CLEW <u>Draft Questions for CLEW:</u> <ol style="list-style-type: none"> a. Did we miss anything? b. Most compelling points presented? c. How comfortable are we with the outcomes? d. Can we learn anything from our current policies that | <ul style="list-style-type: none"> • Understand CLEW member perspectives • Understand overall plan from now until December • Understand Task 1 Outcomes and clarify questions • Agree on decision-making process and operating procedures | <ul style="list-style-type: none"> • Meeting agenda • Agenda Information Form “AIF” for Task 1 • Draft Operating Procedures • Draft Work Plan • Interview Summary • SAIC Final Report for Task 1 |

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|--|----------------|--|--|--|
| | | <p>may inform future policies?</p> <p>4) Next Steps</p> | | |
| <p>September 27 9:00–1:00</p> | <p>Olympia</p> | <ol style="list-style-type: none"> 1) Introductions 2) Review and accept meeting summary 3) Work Plan review 4) Review and confirm public meeting agendas and approach 5) Responses to Task 1 questions asked at 9/11 meeting 6) Update on GHG emissions forecast 7) SAIC presentation on Task 3 then Task 2, Q&As, discussion 8) Next Steps | <ul style="list-style-type: none"> • Reach a common understanding of what comes next • Finalize approach for public meetings • Learn about and discuss Task 2 and Task 3 outcomes • Provide input on potential policies for WA and Federal policies relating to WA | <ul style="list-style-type: none"> • Meeting agenda • AIFs • 9/11 draft Meeting Summary • Draft 10/16 and 10/23 public meeting agendas • Work Plan • SAIC Task 2 and 3 reports • Updated table of WA’s historical and projected GHG emissions |
| <p>October 14 10:00-12:00</p> | <p>Olympia</p> | <ol style="list-style-type: none"> 1) Introductions 2) Review and accept meeting summary 3) Work Plan 4) Presentation of Leidos Final Report 5) Presentation by each CLEW member on their list of desired actions/policies for consideration 6) Potential Task 5 | <ul style="list-style-type: none"> • Develop broad list of possible policies and actions for consideration at future CLEW meetings • Consider initial Task 5 assignments | <ul style="list-style-type: none"> • Meeting agenda • AIFs • 9/27 draft Meeting Summary • Work Plan • Task 4 Executive Summary • Methodology Summary • Task 4 Final Evaluation Report • Public Hearing |

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|---------------------------------------|----------|--|--|---|
| | | Assignments 7) Final preparation and discussion on 10/16 and 10/23 public meetings | | Agendas <ul style="list-style-type: none"> • Public Hearing Background Information Sheet |
| October 16—Public 5:00-8:20 | Spokane | Listening Session to hear public comments on the process and any specific actions they would like to have included. 1) Introductions (CLEW, alternates, Leidos, and Triangle) 2) Triangle Presentation (CLEW charge, WA GHG goals, timeline, ground rules, meeting approach) 3) Public comments (up to 2 min/person; public will sign up in advance) 4) Next Steps | <ul style="list-style-type: none"> • Hear from the public on this effort • Write summary of verbal public comment • CLEW staff will consider all written comments turned in by public | <ul style="list-style-type: none"> • Meeting agenda • Annotated meeting agenda • Informational handout • Commenter registration cards • Written comment sheets • Sign-in sheets • Posters for sign-in area • Triangle PowerPoint • Directional signs (arrows pointing to the room, etc.) • 2 boxes for receiving comment sheets • Ground rules on flip chart paper |
| October 23—Public 6:00-9:20 | Seattle | Listening Session to hear public comments on the process and any specific actions they would like to have included. 1) Introductions (CLEW, alternates, Leidos, and Triangle) | <ul style="list-style-type: none"> • Hear from the public on this effort • Write summary of verbal public comment • CLEW staff will consider all written comments turned in by public | <ul style="list-style-type: none"> • Meeting agenda • Annotated meeting agenda • Informational handout • Commenter registration cards • Written comment sheets |

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|--|----------------|--|---|--|
| | | <ol style="list-style-type: none"> 2) Triangle Presentation (CLEW charge, WA GHG goals, timeline, ground rules, meeting approach) 3) Public comments (2 min/person; public will sign up in advance) 4) Next Steps | | <ul style="list-style-type: none"> • Sign-in sheets • Posters for sign-in area • Triangle PowerPoint • Directional signs (arrows pointing to the room, etc.) • 2 boxes for receiving comment sheets • Ground rules on flip chart paper |
| <p>November 6 2:00–4:00</p> | <p>Olympia</p> | <ol style="list-style-type: none"> 1) Introductions 2) Review and accept meeting summary and public comment summaries 3) Work Plan 4) Review and discuss public meetings outcomes and approach for December 6th meeting 5) Review outline of report (staff) 6) Leidos presentation on analysis of possible policies and actions, Task 5 assignments, Q&A, discussion 7) Develop draft list of recommendations 8) Discuss and decide on process/criteria for prioritization of policies and | <ul style="list-style-type: none"> • Draft list of recommendations to serve as basis for Report Draft #1 | <ul style="list-style-type: none"> • Meeting agenda • AIFs • 10/14 draft Meeting Summary • Public comment summaries from 10/16 and 10/23 • Work Plan • Leidos Task 5 Documents and analysis of potential policies/actions • Options for Prioritization Process (dots, clickers, colors, etc.) |

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| | | actions on 11/21 9) Discuss timeline and funding for actions 10) Next Steps | | |
| November 21 2:00–4:00 | Olympia | 1) Introductions 2) Review and accept meeting summary 3) Work Plan review 4) Leidos Task 5 assignments, Q&A, discussion 5) Prioritize policies and actions on the table 6) Discuss timeline and funding for actions 7) Review draft report and provide input on requested revisions 8) Final preparation and discussion on 12/6 public meeting | <ul style="list-style-type: none"> • Prioritized list of policies and actions • Direction from CLEW for Draft Report #2 | <ul style="list-style-type: none"> • Meeting agenda • AIFs • 11/6 draft Meeting Summary • Work Plan • Draft Report #1 • Leidos Task 5 Documents • Process for Prioritization |
| December 6— Public 2:00-5:20 | Olympia | Listening Session to hear public comments on the process and any specific actions they would like to have included. 1) Introductions (CLEW, alternates, Leidos, and Triangle) 2) Triangle Presentation (CLEW charge, WA GHG goals, timeline, ground | <ul style="list-style-type: none"> • Hear from the public on the draft report • Write summary of verbal public comment • CLEW staff will consider all written comments turned in by public | <ul style="list-style-type: none"> • Meeting agenda • Annotated meeting agenda • Informational handout • Commenter registration cards • Written comment sheets • Sign-in sheets • Posters for sign-in area • Triangle PowerPoint |

| Meeting | Location | Objective | Desired Outcomes | Resources Needed (materials, people, etc.) |
|---------------------------------|----------|--|--|--|
| | | rules, meeting approach) 3) Public comments on draft report (2 min/person; public will sign up in advance) 4) Next Steps | | <ul style="list-style-type: none"> • Directional signs (arrows pointing to the room, etc.) • 2 boxes for receiving comment sheets • Ground rules on flip chart paper |
| December 13 2:00-4:00 | Olympia | <ol style="list-style-type: none"> 1) Introductions 2) Review and accept meeting summary and public comment summary 3) Review Draft Report #3 4) Discuss final proposed policies and actions 5) Conclude discussion on timeline and funding for actions 6) Approve report pending discussed changes 7) Evaluation of process 8) Identify next steps <ol style="list-style-type: none"> a. Agreement on communication with CLEW, constituencies, Legislature, colleagues, and the public | <ul style="list-style-type: none"> • Finalize proposed policies and actions • Address timeline and funding for actions • Clear next steps • Approve report | <ul style="list-style-type: none"> • Meeting agenda • AIFs • 11/21 draft Meeting Summary • 12/6 public comment summary • Work Plan • Draft Report #3 |